

## Temp. Duty Travel Allowances

## § 301-53.2

a receipt if your agency already has the receipt.

(d) Provide a copy of the notice of disallowance.

(e) State the proper authority for your claim if you are challenging your agency's application of the law or statute.

(f) Follow your agency's procedures for challenging disallowed claims.

(g) If after reconsideration by your agency your claim is still denied, you may submit your claim for adjudication to the GSA Board of Contract Appeals in accordance with 48 CFR part 6104.

### **§301-52.12 What happens if I attempt to defraud the Government?**

(a) You forfeit reimbursement pursuant to 28 U.S.C. 2514; and

(b) You may be subject under 18 U.S.C. 287 and 1001 to one, or both, of the following:

(1) A fine of not more than \$10,000, or

(2) Imprisonment for not more than 5 years.

### **§301-52.13 Should I keep itemized records of my expenses while on travel?**

Yes. You will find it helpful to keep a record of your expenses by date of the expense to aid you in preparing your travel claim or for tax purposes.

### **§301-52.14 What must I do with any travel advance outstanding at the time I submit my travel claim?**

You must account for the travel advance in accordance with your agency's procedures.

### **§301-52.15 What must I do with any passenger coupon for transportation costing over \$75, purchased with cash?**

You must submit the passenger coupons to your agency in accordance with your agency's procedures.

### **§301-52.16 What must I do with any unused tickets, coupons, or other evidence of refund?**

You must submit any unused tickets, coupons, or other evidence of refund to your agency in accordance with your agency's procedures.

[63 FR 15969, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

## **PART 301-53—USING PROMOTIONAL MATERIALS AND FREQUENT TRAVELER PROGRAMS**

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301-53.1 What must I do with promotional benefits or materials I receive from a travel service provider?

301-53.2 Should I join a frequent traveler program?

301-53.3 May my agency reimburse membership fees in a frequent traveler program?

301-53.4 How may I use frequent traveler benefits?

301-53.5 Under what circumstances may I use frequent traveler benefits to upgrade my transportation class of service?

301-53.6 When my agency participates in a mandatory travel management program, may I select a travel service provider based on whether it provides frequent travel credits?

301-53.7 How should I handle frequent traveler credits when I accumulate both personal and official credits from a single travel service provider?

301-53.8 What are my options if I cannot establish separate frequent traveler accounts?

301-53.9 What is my liability for improper use of frequent traveler benefits?

301-53.10 Is there any instance when I may make personal use of benefits furnished by a travel service provider?

AUTHORITY: 5 U.S.C. 5707; 31 U.S.C. 1353.

SOURCE: 63 FR 15970, Apr. 1, 1998, unless otherwise noted.

### **§301-53.1 What must I do with promotional benefits or materials I receive from a travel service provider?**

Any promotional benefits or material you receive from a private source in connection with official travel are considered property of the Government. You must:

(a) Accept the benefits or materials on behalf of the Federal Government; and

(b) Turn the benefits or material over to your agency in accordance with your agency's procedures established under 41 CFR 101-25.103.

### **§301-53.2 Should I join a frequent traveler program?**

Yes. You are encouraged to join frequent traveler programs to realize cost savings or reduce official travel cost.